



## **Finance Committee Meeting Minutes**

**April 10, 2014 6:30PM, Meeting Room 1**

**Tyngsborough Town Hall**

**Tyngsborough, Massachusetts**

Members Present: Robert Mullin, Chairman (RM)  
Darryl Wickens, Vice Chair (DW)  
Scott Hammer, Secretary (SH)  
Chris Mellen (CM)  
Paul Morin (PM)

Attendees: Michael Gilleberto, Town Administrator  
Kerry Colburn-Dion, Finance Coordinator

**DW made a motion to come into session at 6:35 pm, RM seconded all in favor 5-0-0.**

### **Item 1: Capital Asset Committee Update**

Scott Hammer, the Finance Committee member of the Capital Asset Management Committee (CAMC), presented the latest status of the FY 2015 Capital Asset Plan. If the town is approved to use the Lakeview MSBA funds, with those funds as well as Health Insurance cost savings, the town should have approximately \$675,000 available for FY 2015 capital expenditures. The CAMC held a meeting on March 20 where the department heads outlined their capital requests, and the committee has a preliminary list of capital expenditures totaling \$657,000. This list will be reviewed with the BOS at the 14 April meeting.

### **Item 3: Reserve Fund Transfer Requests**

A request was made for a reserve fund transfer of \$10,000 for special legal counsel expenses.  
**CM made a motion to approve the reserve fund transfer of \$10,000 for special legal counsel expenses, seconded by SH. All in favor 5-0-0.**

A request was made for a reserve fund transfer of \$10,000 for urgently needed municipal computer updates.

**CM made a motion to approve the reserve fund transfer of \$10,000 for municipal computer updates, seconded by DW. All in favor 5-0-0.**

**Item 4                      Review and Approve Meeting Minutes**  
**December 9, 2013**  
**January 27, 2014**  
**February 10, 2014**

**DW made a motion to approve the December 9, 2013 meeting minutes, seconded by CM. Approved 4-0-1.**

**SH made a motion to approve the January 27, 2014 meeting minutes, seconded by DW. Approved 4-0-1.**

**DW made a motion to approve the February 10, 2014 meeting minutes, seconded by PM. Approved 3-0-2.**

**Item 2                      Municipal Budget Update**

Michael Gilleberto presented an overview of the FY 2015 municipal budget status. The baseline level funding budgets presented by the departments with known contractual salary increases have been used as the base budgets. Above level service requests of approximately \$185,000 to restore previous cuts have been identified for inclusion in the budget. Details on these requests will be provided at the next budget meeting. Free cash will only be used to fund the expected deficit in the FY 2014 Snow and Ice removal budget.

**Item 5                      Adjournment**

**DW made a motion to adjourn at 7:55 PM, seconded by CM. All in favor 5-0-0.**

Prepared by:    Scott Hammer, Finance Committee Clerk